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JOINT INTELLIGENCE STUDY PUBLISHING BOARD  
LaSalle Building, 1034 Connecticut Ave., N. W.  
Washington, D. C.

1 July 1944

Subject: Instructions Regarding the Preparation of All JANIS Material  
(This supersedes all previous instructions)

1. Classification

- A. Joint Army and Navy Intelligence Studies (JANIS) will normally be classified as "Confidential."
- B. The Chief of the Branch preparing a chapter of JANIS will be responsible for determining the classification (Restricted, Confidential) of the text, illustrative matter, and other material.
- C. The classification of the text will be marked on the cover of each chapter.
- D. The classification of the illustrative matter and other material will be marked on the original and duplicates.
- E. Over-classification must be avoided. All material included will be assigned the lowest classification consistent with security.

2. Preparation of Text

- A. Manuscript will be submitted in triplicate on 8 x 12 $\frac{1}{2}$ -inch paper. The original will be on heavy paper and the duplicates on heavy second sheets. Triple spacing, indentations, and style as illustrated on the attached sample page will be followed. Note: right margin 1 $\frac{1}{2}$  inches wide.
- B. Each page of the manuscript will be numbered consecutively.
- C. Each topic will be numbered.
- D. In making cross references use topic number and letters. (See sample page, Topic 51, B, (1) and 51, B, (2), a)
- E. Each chapter will have a bibliography prepared in accordance with the enclosed sample. References to the bibliography will be made only when there is special need to cite authority. Reference, where needed, will follow the style set on the enclosed sample page (Topic 51, A, (1)).

3. Preparation of Illustrative Matter

- A. Illustrative matter consists of tables, figures, and plans.
  - (1) Tables are material set in columns in a style that distinguishes it from the text for ready reference of many particulars or values.
  - (2) Figures are illustrative material (maps, charts, photographs, drawings, etc.) bound in with text.
  - (3) Plans are illustrative material too large to be bound in with text, i.e., that require folding in two directions to come within JANIS proportions (10 x 13  $\frac{5}{8}$ ).
- B. All illustrative material will be numbered consecutively in each chapter in order of occurrence; and will include chapter number, i.e. Table II-1, Table II-2; Figure II-1, Figure II-2. (Roman numerals refer to chapter; arabic, to illustration.)
- C. All illustrative material will be captioned as shown in the following examples:

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\*JCS review completed\*

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- (1) Tables:
  - (a) All tables will be completely titled and dated.
  - (b) Table number and title will appear above the table.
  - (c) The form will be: titles centered below table numbers, i.e.,

TABLE XI - 3  
United States, Hospital Facilities, 1939

- (2) Figures:
  - (a) All figures will be completely titled and dated.
  - (b) Figure number and title will be placed on back of figure (except in the case of maps where title and legend may be placed within the figure).
- (3) Fold-in figures and Plans:
  - (a) All fold-in figures and Plans will have title and legend within the border. Figure or Plan number, JANIS number and classification, however, will appear in upper right-hand corner above the border, i.e.,

Figure VII - 3  
JANIS No. 38  
Confidential

- D. A list of the captions of all illustrative material will be submitted with the manuscript (1 original and 2 copies).
- E. All illustrative material must be referred to in the text. Reference will be made as follows: (Table VI-4) (Figure V-3).
- F. Placement of illustrative material will be designated by placing the identifying numbers on the right-hand margin of the manuscript opposite the line in which first reference to it is made. (Sample page, Topic 51, A, (1) a & b)
- G. The final reproduced size of all illustrative material, in printed JANIS volumes, will not be more than 8 1/16 x 11 inches with the exception of fold-in figures and plans. Normally, the width of all illustrative material will be 4 inches for column width and 8 1/16 inches for page width.

#### 4. Specific Instructions Regarding Photographs

- A. Three glossy prints of photographs will be submitted.
- B. It is requested that wherever possible original prints be supplied and that no retouching be done. (However, salient features, place names, direction arrows, etc. may be indicated on the picture.)
- C. Caption will be typed on slip of paper and pasted on back of photograph. (Typing directly on photograph shows through on face of picture.)
- D. Caption will include (1) JANIS and figure number, (2) title or location, (3) date of photograph, (4) direction of view, (5) file number of photograph, (6) specific description (what photo is intended to show).
- E. Vertical aerial photographs will have north arrow and graphic scale drawn on face of picture.
- F. No photographs that cannot be specifically identified will be used.

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~~RESTRICTED~~5. Specific Instructions Regarding Maps

- A. An original and 2 copies (photostat, ozalid, or blue print) of all maps will be submitted (copy may be reduced size).
- B. All maps intended to be figures will be drafted to proportions that will reduce to dimensions shown in (1), (2), or (3) below. Preferences are in the order listed:
- (1) Page size. Maximum image 8 1/16" wide by 10 3/4" high.
  - (2) Fold parallel to binding edge. Maximum image 12" high by 10" to 17" wide.
  - (3) Fold parallel to top of page. Maximum image 8 1/4" wide by 14" to 26" high. This type of map is not desirable.
  - (4) Maps that require turning the book for perusal are not desired and will be used only in extreme necessity. It is not necessary, however, that map always be oriented with north at top.
- C. All maps that are important illustrations for the whole chapter will be printed with an apron to allow full view of figure as text is read, and will be placed at end of chapter. In exceptional cases, additional legends, insets, etc. may be printed on apron.
- D. Plans are inclosed in a separate jacket which accompanies the JANIS publication. These illustrations fold in 2 directions and may be of any desired size; it is preferred, however, that plans fit the following sheet sizes:

| <u>width</u> |   | <u>height</u> |  | <u>width</u> |   | <u>height</u> |  | <u>width</u> |   | <u>height</u> |
|--------------|---|---------------|--|--------------|---|---------------|--|--------------|---|---------------|
| 9 1/4"       | x | 26 1/2"       |  | 26 1/2"      | x | 18 1/2"       |  | 37"          | x | 13 1/4"       |
| 9 1/4"       | x | 39 3/4"       |  | 26 1/2"      | x | 27 1/4"       |  | 37"          | x | 26 1/2"       |
| 13 1/2"      | x | 18 1/2"       |  | 26 1/2"      | x | 37"           |  | 37"          | x | 39 3/4"       |
| 13 1/2"      | x | 27 3/4"       |  | 27 3/4"      | x | 18 1/2"       |  | 39 3/4"      | x | 9 1/4"        |
| 13 1/2"      | x | 37"           |  | 27 3/4"      | x | 26 1/2"       |  | 39 3/4"      | x | 18 1/2"       |
| 18 1/2"      | x | 26 1/2"       |  | 27 3/4"      | x | 39 3/4"       |  | 39 3/4"      | x | 27 3/4"       |
| 18 1/2"      | x | 39 3/4"       |  |              |   |               |  | 39 3/4"      | x | 37"           |

- E. Base Map. It is intended that standard base map with appropriate overprint will be reproduced at least once in each chapter. In some chapters it may be the only map, in others it may be an index to the treatment of the area, the maps included, etc. A work base map printed in non-photographic blue will be supplied. Each contributor will plot in black on this map the date he wishes to have overprinted on the base map.
- F. No map prepared for JANIS will carry credit line of originator.
6. It is requested that Plans Officer, Lt. (jg) L. O. Quam, Re 7400, ext. 62021, be consulted on matters not covered in this memorandum.

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(SAMPLE PAGE OF COPY FOR JANIS)

CHAPTER V

Climate and Meteorology

51. Weather and Operations

A. Air operations.

(1) Low-level bombing operations.

Weather conditions over the Jargon Islands are on the whole favorable for low-level bombing operations. Ceiling, visibility, icing, and wind conditions are unsatisfactory most of the time. 12:24-36

(a) Ceiling. Ceilings low enough to interfere with low-level bombing are rare. Cloud types in the air mass associated with the trade wind belt are cumulus which are ragged-looking as compared with the sharply defined cumulus clouds occurring in the United States.

(Figure V-16)

(b) Visibility. Horizontal visibility is generally good in this area. Visibilities less than  $2\frac{1}{2}$  miles occur during heavy rains. The average number of days of heavy rain (low visibility) is shown on Table V-3.

B. Amphibious operations.

(1) Sea and swell.

Sea, caused by local winds, and swell, caused by distant

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weather, vary seasonally in the vicinity of the Jargon Islands. Details of sea and swell are discussed in Chapter III, 32, A.

(2) Winds.

(a) Surface winds. In general, from December through April, winds are northeast to easterly. During the remainder of the year, winds are variable, but tend to prevail from south to southwest. (Figure V-4)

Land and sea breeze. There is a slight tendency for onshore winds to be strengthened by day and offshore winds to be strengthened by night. (Topic 52, D, 4).

## SAMPLE PAGE OF JANIS BIBLIOGRAPHY

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Other Sources.

An appropriate note indicating additional sources may be appended, e.g.,  
In addition to the sources cited, persons with detailed knowledge of area  
and/or subject, aerial photographs, and intelligence dispatches were used.

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It is requested that for references in foreign languages, authors give a translation of the title, the location and the material covered if these are not evident from the title, the proper capitalization, and accents if any.

In all references, underline the exact title and give the author or originating agency, date, title, edition (except first), pagination or volume, illustrations, and place of publication. Important series may be noted. Part is given only when it is separately paged or is necessary for finding the reference easily.

For additional directions concerning the preparation of Principal Sources, call Mrs. Beryl Wisman, RE 6700, ext. 76069.